

POLK COUNTY SHERIFF'S OFFICE

GENERAL ORDER

TITLE: AUTOMATIC LICENSE PLATE RECOGNITION CAMERAS	GENERAL ORDER: 41.18 (Normal Risk)
EFFECTIVE: September 28, 2018	PAGES: 04
RESCINDS: G.O. 41.18, June 27, 2014 and all applicable Amended/Temporary Orders prior to September 28, 2018	ORIGINATED: June 27, 2014

A. PURPOSE: The purpose of this General Order is to establish procedures for the assignment, training, usage, security access, storage and retention of associated data pertaining to the Automatic License Plate Recognition (ALPR) cameras used by members.

B. SCOPE: This General Order shall apply to all Sheriff's Office members.

C. DISCUSSION: The ALPR system is capable of continuously capturing multiple license plate information. The ALPR system uses optical character recognition algorithms to allow character software to read letters and numbers on vehicle license plates. A computer software package interprets the letters and numbers captured by the ALPR camera and compares this information to a database of "hot lists" of stolen license plates or vehicles to national and state databases. The ALPR system allows users to input their own search criteria, which can then alert the user if this information is captured by the system. Members must be mindful that the ALPR camera may produce erroneous alerts due to damaged license plates, misidentification of a state plate (i.e., same letter and number sequence on different state plates), or the variety of license plate types (i.e., same letter and number sequence on various Florida plates [Antique, Government, Fleet, Handicap, National Guard, etc.]).

D. POLICY: The Polk County Sheriff's Office continuously strives to utilize the most current technologies for crime prevention and the apprehension of criminals. The use of ALPR technology can assist members in identifying and reading multiple vehicle license plates and comparing this captured information to the National Crime Information Center/Florida Crime Information Center (NCIC/FCIC) to detect stolen license plates, stolen vehicles, wanted persons/vehicles, or other related "hit" information. Members are permitted to utilize an ALPR camera to protect the community from criminal conduct in accordance with established guidelines.

E. PROCEDURE:

1. Assignment: The Bureau of Special Investigations Captain shall appoint an ALPR system coordinator who shall be responsible for the assignment, use, training, and issuing of ALPR cameras/equipment.

2. Training: Only members who have received the appropriate training may operate the ALPR cameras. The ALPR system coordinator shall train members in the use of the ALPR cameras. [CALEA 41.3.9 c]

a. Members shall receive training on the ALPR system software, how information is utilized and retrieved, camera placement, in accordance with well established law.

b. The training shall be documented on an In-Service Training Report (PCSO Form 025). A copy of the In-Service Training Report shall be forwarded to the Training Section for inclusion in the member's personnel file.

c. The ALPR system coordinator shall review updates provided by the ALPR camera manufacturer, NCIC/FCIC regulations, and appropriate legal mandates and relay this information to all ALPR system users.

3. Usage: [CALEA 41.3.9 a]

a. The ALPR camera may be used to conduct license plate canvasses in relation to any criminal investigation, violation of law, or incident concerning the safety of the public.

b. Members assigned an agency vehicle equipped with an ALPR camera and software shall:

1) Log in to the ALPR program at the start of each deployment and ensure connectivity from the camera(s) to the remote server.

2) Monitor the ALPR software or ALPR database throughout the deployment, taking action on verified hits. Any hot lists expired during the deployment will be automatically downloaded.

3) Document all successful uses of the ALPR camera in a Briefing Report (PCSO Form 271) and forward the Briefing Report to the ALPR system coordinator.

4) Immediately report any damage to or other malfunctions of the ALPR equipment to the ALPR system coordinator for repair.

c. The Florida Legislature finds that it is a public necessity that images and data containing personal identifying information obtained through the use of an ALPR system held by an agency and personal identifying information in data generated from such images be made confidential and exempt from public record. The exemption protects sensitive personal information that, if released, could be defamatory to an individual or jeopardize the safety of an individual.

1) The following information obtained through the use of an ALPR system is confidential and exempt from public record laws in accordance with Section 316.0777, F.S.:

a) Images and data containing or providing personal identifying information obtained through the use of an ALPR system; and

b) Personal identifying information of an individual in data generated or resulting from images obtained through the use of an ALPR system.

2) Information obtained through the use of an ALPR system may only be disclosed in accordance with Section 316.0777, F.S.

4. Search Data Sources:

a. The data sources (referred to as hot lists) from which information may be extracted include:

1) NCIC file, which includes information on stolen vehicles, stolen license plates, wanted persons, missing or endangered persons, supervised release federal probationers, nationwide domestic violence protection orders, violent gang and terrorist organizations, and sexual offenders/predators;

2) FCIC file, which includes information on stolen vehicles, stolen license plates, wanted persons, missing or endangered persons, and other statewide Be on the Lookout (BOLO) alerts;

3) Florida sanctioned drivers file, which includes records of cancelled, revoked, and suspended driver licenses in the State of Florida, as well as the license plate number for the corresponding person's vehicle;

4) Expired driver licenses file, which includes records of expired driver licenses in the State of Florida;

- 5) Florida expired tags file, which includes records of expired license plate registrations in the State of Florida;
- 6) Sexual offenders/predators file, which includes records of documented sexual offenders and sexual predators, as well as the license plate number for the corresponding sexual offender/predator's vehicle. National or state sexual offenders/predators of law enforcement interest may be included under the FCIC file; and
- 7) Official BOLOs or alerts, based on specific and articulable facts of a concern for safety, wrongdoing or criminal investigation, or official law enforcement bulletin or teletype (e.g., vehicles associated with crime incidents, suicidal, homicidal, missing or wanted persons, Amber Alerts, stolen vehicles, or similar vehicles of interest). Hot lists generated from within the agency must include the investigating deputy sheriff's telephone number and case number.

- b. Members shall use all available data sources to confirm no information exists when a search of a hot list does not return an alert.
- c. Members using the ALPR camera during their shift shall only enter additional vehicles of interest to the hot list for official and legitimate law enforcement purposes with a supervisor's approval.
- d. Before acting on any ALPR hit, the tag must be manually run through FCIC/NCIC or the detective/deputy sheriff who placed the tag on a hot list must be contacted via the telephone number left in the notes section of the hot list. A traffic stop or other law enforcement action should not be initiated until the tag has been independently confirmed.

5. **Security, Access, Storage, and Retention of Data:** [CALEA 41.3.9 b]
 - a. Members shall be responsible for the security of the ALPR data and may only access, use, release, and/or disseminate hot lists and uploaded data for official law enforcement purposes.
 - b. Access to uploaded data shall be secured and controlled by a user login/password accessible ALPR database, capable of documenting who accessed the information by date and time. Access to hot lists shall be restricted to members who have approved access to NCIC/FCIC sensitive information.
 - c. Members shall only access data stored in the ALPR camera server based upon a reasonable belief that the uploaded data may be related to or useful as part of a specific official action or investigation. Requests for ALPR camera server data access may be granted by law enforcement sergeants or above.
 - d. Data compiled by the ALPR camera shall be stored and retained in accordance with agency established electronic data storage procedures. [CALEA 41.3.9 d]
6. **Audit Review:**
 - a. The ALPR system coordinator shall be responsible for conducting quarterly audits of ALPR camera usage. This shall include a review of members' access to the ALPR server, which includes additions and/or searches of the uploaded data in order to verify compliance with this General Order. Anomalies shall be reported to the division major, via the chain of command.
 - b. The ALPR system coordinator shall immediately report any possible violations of this General Order to their supervisor.

F. GLOSSARY:

ACTIVE CRIMINAL INTELLIGENCE - Information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent, or monitor possible criminal activity.

ACTIVE CRIMINAL INVESTIGATIVE INFORMATION - Information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including, but not limited to, information derived from laboratory tests, reports of investigators or informants, or any type of surveillance.

ALERT - An audible, visual, or documented response by the ALPR camera that has not been verified by the originating source of the response.

ALPR SYSTEM COORDINATOR - A member tasked with the coordination, usage, equipment, and training for the agency's ALPR system. The ALPR system coordinator shall be determined by the Bureau of Special Investigations Captain.

AUTOMATIC LICENSE PLATE RECOGNITION - A specialized system consisting of equipment designed to check, read, and store letters and numbers on license plates.

CONFIRMATION (CONFIRMED HIT) - A hit by the ALPR camera that has been deemed valid and active by the originating entering agency through NCIC/FCIC.

HOT LIST - List of searchable data for the ALPR camera to compare against uploaded data obtained by the ALPR camera.

G. INDEXING:

AUTOMATIC LICENSE PLATE RECOGNITION
AUTOMATIC LICENSE PLATE RECOGNITION CAMERAS

H. ACCREDITATION STANDARDS:

CALEA ^{5ed}	41.3.9
CFA	(none)
FCAC	(none)
PSCA	(none)
NIGP	(none)

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APPROVED: *Grady Judd /s/*
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SHERIFF, POLK COUNTY